



Policy and Procedures Manual

Edited 4/8/2016; Last Approved 4/15/2016

Procedures for President:

1. The President serves as the official representative of ANCHASL.
2. The President serves as a guiding hand for the year for ANCHASL and takes a leadership role in, and is responsible for, the year's activities.
3. The President ensures that the requirements of the ANCHASL bylaws related to gathering member input are met.
4. The President calls, sets the Agenda for, and chairs the Executive Board meetings, at least twice a year, or as needed and ensures that options for remote participation are available for board members who cannot attend.
5. The President welcomes meeting participants, sets the agenda for, and chairs the business meetings.
6. The President writes thank you letters on ANCHASL letterhead, as appropriate, to institutions and agencies providing financial or in-kind support for ANCHASL meetings or other activities.
7. At the beginning of his/her term, the President appoints, with approval of the Executive Board, new Committee Chairs for those whose terms expire, writes letters confirming the committee chair's appointment, and arranges for the webmaster and secretary to update the ANCHASL committee listings and ANCHASL board contact list in Google Drive, respectively.
8. The President assists in the development of strong committees by receiving new/renewing member committee requests and balancing member interest with organization and committee needs in suggesting appointments. Collaborates with Committee Chairs to suggest, solicit, and appoint committee members and confirms current member status before appointment.

9. The President welcomes and orients newly elected officers and ensures that the Secretary adds them to the ANCHASL Board Google Docs account. The outgoing officer will meet with the incoming officer to go over their roles and duties. The President will follow up with new officers to make sure they have received training from the immediate-past officers on how to take on their duties.
10. The President is responsible, at the end of the year, for preparing certificates of participation / recognition for the officers, the committee chairs, and the committee members. (See Certificates of Participation/Recognition below).
11. Submits required material to the Archivist. See retention schedule.

Procedures for President-Elect:

The President-Elect assists the President whenever possible and takes on the duties of the President in the absence of the president.

1. The President-Elect plans, coordinates, and manages ANCHASL programs in coordination with the Continuing Education Committee with input from the Executive Board. This includes selecting the program topic, arranging for program speakers, arranging for travel and accommodation needs of the speakers, negotiating any contracts with the speakers, copying handouts as needed, and arranging for all audiovisual and other equipment needed.
2. The President-Elect selects and arranges the site of the meeting or CE course and all food requirements, assists CE Chair with planning the schedule of the day, works with the Social Media Coordinator to prepare announcements of program events, makes information packets with folders, paper, etc. available for meeting attendees. For specific detail of these duties, see the Meeting Planning Checklist at the end of the manual.
3. Submits required material to the Archivist. See retention schedule.
4. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for Secretary:

1. Maintains ANCHASL Board contact lists in Google Docs with list named by association year and ensures that all new board members receive access password and instructions which are maintained within the Google Docs account.
2. Updates officer listing associated with DUNS number. Instructions maintained in a Google Docs file.
3. Attends Executive Board and ANCHASL business meetings.
4. Captures minutes for Executive Board and business meetings as a page numbered word processing file.
 - a. Executive Board Minutes

- i Posts minutes, identified as draft, and attachments to Google Docs or other board-members only sharing tools website and send to officers and committee chairs.
 - ii Revises and finalizes approved minutes at the next board meeting
 - iii Posts finalized minutes to the ANCHASL board sharing site.
 - b. Business Meeting Minutes
 - i Provides draft copy of business meeting minutes to Webmaster to post on designated area of ANCHASL website, send by email to ANCHASL list at least one week prior to the annual meeting, and to President-Elect to provide paper copies for members upon request.
 - ii Finalizes approved minutes and provide final copy to Webmaster to post on ANCHASL website.
- 5. Maintains secretary's documentation to include the current year plus the previous two years of the following
 - a. Copy of the directory
 - b. Packet of meeting announcements
 - c. Minutes of business meetings and Executive Board meetings
 - d. Roster and agenda for meetings
- 6. Creates mailing labels upon request from lists maintained by the Membership and Publicity/Public Relations committees. The publicity lists may include, but are not limited to: N.C. library associations, public libraries, community college libraries, university and college libraries, and special Libraries. See list of contacts in Meeting Planning Checklist.
- 7. Prepares directory in collaboration with Membership Committee Chair.
 - a. Directory to be updated twice yearly: preferably after Spring and Fall business meetings.
 - b. Directory should include
 - i Bylaws
 - ii Officers and committees
 - iii Paid members by name, with address, phone and fax numbers, email address unless the member otherwise opts out of sharing certain information
 - iv Date of publication should be on the first page of the directory
 - c. A copy of the directory shall be shared with officers and committee chairs for review before a final PDF is made. Once a final copy is approved, ensuring that all committee members have paid their dues, the PDF is e-mailed to all members via blind copy. Approximately one week after member review, the final copy is posted to the website. Members shall be notified via the ANCHASL listserv if updates were made to the version of the directory available on the website.
 - d. Print one copy of each dated directory for the secretary's documentation and a duplicate copy for the Archives.
- 8. Prints name tags for registrants for meeting. Have a "new or first-time member" designation for new members as indicated by membership committee. Stay a little late to collect name tags or ask that the collection bin and contents be mailed to you if you are not staying for program.

9. Counts the annual election ballots. Announces the results at the Fall Meeting, unless there is a write-in candidate winner not present for whom we need to verify willingness to serve.
10. Submits required material to the Archivist. See retention schedule.
11. Turns over secretary's material to next secretary
 - a. Prepares digital copy and send e-mail attachments of files for current membership spreadsheet, directory, and detailed procedures
 - b. Name badges, blank mailing labels and other left-over material should be given to the new secretary with relevant files soon after the Fall meeting along with a draft copy of the business meeting minutes

Procedures for Treasurer:

1. After election, gets financial reports and records, checkbook, deposit slips, tax-exempt number, etc. from outgoing treasurer. Works with bank to transfer authority of all ANCHASL accounts to him/her, and an alternate authority (if bank allows) for either the President or President-Elect. Gives the bank his/her mailing/email address for monthly statements.
2. Ensures that membership form and other materials have his/her name and correct address for receiving membership dues and meeting registrations. Downloads information from current online event & membership payment management system (i.e., EZ Register) and forwards all names to the Membership Chair. Forwards committee volunteer information to the ANCHASL President for discussion with the committee chairs.
3. When meetings are being planned, reviews any financial contracts and signs if necessary.
4. Collects fees for meeting registration and prepare a list of attendees (and separate lists of CE attendees if applicable) to be distributed in meeting packets. Updates the President-Elect and/or the Continuing Education Chair about numbers of registrants. Sends participant and speaker/instructor list (in a Microsoft Excel spreadsheet) to Secretary to process name tags approximately 4 business days prior to the meeting.
5. Provides printed, handwritten, or e-mail receipts to meeting registrants and for paid dues.
6. Maintains all financial records, including but not limited to, receipts, bank statements, deposit receipts, and similar. Downloads "Quicken," or other similar financial management tool approved by ANCHASL Board, and maintains all financial records of the organization in a timely manner.
7. Deposits checks in a timely manner so that when financial reports are prepared, totals are in agreement with financial statements. All checks should be written as soon as possible after they have been appropriately requested.

8. Prepares a treasurer's report to be distributed at each Executive Board and Business Meeting. The reports for the Executive Board should include a breakdown of the loss or profits of the previous meeting.
9. Helps at the registration desk at the beginning of each meeting. Is prepared to take late registration checks and issue receipts. Discourages people from paying in cash.
10. Is prepared to write honoraria checks for speakers, expenses for CE instructors, and have the credit/debit card ready for catering and meeting costs on the day of the meeting. Ensures that the speakers have received the reimbursement form and instructions on submitting receipts. In some cases, such as UNC's Friday Center, an invoice will be sent shortly after the meeting.
11. If/when ANCHASL achieves tax exempt status, there MAY be the need to submit a tax form each year.
12. Submits required material to the Archivist. See retention schedule.
13. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for the Immediate Past-President

1. The Immediate Past-President chairs the Nominating Committee
 - a. ANCHASL shall have a Nominating Committee to facilitate the election of officers in accordance with the association bylaws. The Chair of the Nominating Committee shall be the Immediate-Past President who will identify at least two additional members of the Nominating Committee at the latest following the Spring Meeting. These members serve for one year and must be approved by the Executive Board.
 - b. The committee will post a message to the ANCHASL email list asking for nominations or suggestions for association officers with an appropriate deadline. This nomination deadline will also be announced at the Spring business meeting.
 - c. The committee shall select one candidate for each office, verifying the member's willingness to fulfill the duties of the office.
 - d. The committee chair will prepare and distribute a ballot for at least one month prior to the Fall meeting. The ballot should introduce the candidates and provide space for write-in candidates. The ballot collection method must include validation of current member status.
 - e. Brings extra print ballots to the Fall meeting for those members wishing to cast ballots at the meeting. These are collected and counted by the Secretary who announces the results.

2. The Immediate Past-President coordinates the ANCHASL Service Award.

The Executive Board may, at its own discretion, award the ANCHASL Service Award to an ANCHASL member that has made significant contributions to the association. This award is not necessarily given each year.

- a. Any member of the Executive Board may suggest a possible recipient to the full board.
 - b. If all board members agree, the member is selected for this award.
 - c. The award shall be given at the Fall business meeting unless the recipient is unable to attend.
 - d. The Immediate-Past President is responsible for preparing an ANCHASL Service Award Certificate and selecting an appropriate gift for the recipient with input from the board.
 - e. The Immediate-Past President presents the award to the recipient, arranges for a photo to be taken, and ensures that the web page listing Service Award winners is updated.
3. Bylaws Revisions. The Immediate-Past President is responsible for evaluating the Bylaws on an annual basis. Any ANCHASL member may also suggest bylaws changes to the Executive Board.
 - a. The Immediate-Past President shall review the bylaws and brief the Executive Board on potential changes. The Executive Board must approve any suggested changes and revisions.
 - b. Proposed revisions are put on the agenda for the next ANCHASL business meeting or may be introduced at any time by email and approved by membership balloting. The Immediate Past-President prepares the ballot.
 - c. Mailed or emailed ballots should be returned to the Immediate-Past President for tabulation.
 - d. Results of the ballot shall be announced to the membership immediately. The Secretary shall edit the full bylaws in accordance with the revisions. The revised bylaws shall then be posted on the ANCHASL website.
 4. Submits required material to the Archivist. See retention schedule.
 5. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for the Advisor

Provides guidance to the Executive Board in its decision making process. It is recommended that this person be a seasoned member of ANCHASL to bring some experience and history of the organization to this process. The appointment and term of office is to be determined by the Executive Board. The ANCHASL Advisor is an ex-officio member of the Executive Board.

Procedures for Membership Committee:

1. Maintains and updates yearly (after the Fall meeting) the ANCHASL membership brochure and EZRegister membership form. Sends PDF file to the Webmaster for posting to the ANCHASL website.
2. RENEWALS: Early in the calendar year, a mailing (by email with the link to the ANCHASL website membership form) should go to past members who have not renewed. A second reminder could be sent a month later to those who have not responded. Brochure announcements for the Spring Meeting will include a membership form. The Spring Meeting date will be the deadline for members to pay their dues and to be included in the first Directory update.
3. The membership form will indicate dues are to be sent to the Treasurer if paying by check. The Membership Chair receives all names forwarded from EZRegister by the Treasurer.
4. Maintains a list of current ANCHASL members. Maintains a list of names of those whose memberships have lapsed within at least the last two years. Update the membership and the lapsed members spreadsheets for the Secretary's use for mailing labels and directories and forward changed e-mail addresses to the email list manager (Social Media Coordinator).
5. Offers student members a mentor and tracks the uptake of this opportunity.
6. SOLICITATION OF NEW MEMBERS:
 - a. Before the Spring meeting, mailings may be sent to universities and college libraries, community college libraries, special, or other libraries or librarians to solicit membership. Shortly before the beginning of the fall semester, letters to the deans and/or health sciences or special libraries instructors of five schools providing library-related courses could be sent, asking that they inform incoming students about ANCHASL, its programs and its scholarship opportunities. The five schools are: Appalachian State University, East Carolina University, North Carolina Central University, the University of North Carolina at Chapel Hill, and the University of North Carolina at Greensboro. See list of contacts with Meeting Planning Checklist.
 - b. In person solicitation: membership may be solicited through personal contact at local consortia meetings or at the MAC reception for North Carolina librarians in October of each year.
7. ANCHASL reception/state meeting planning: At the annual meeting of the Mid-Atlantic Chapter of MLA, there is usually a reception or state meeting of

ANCHASL members. The ANCHASL President and Membership Chair work together to plan the reception working with the chair of the MAC Meeting Local Arrangements Committee to reserve a room and discuss refreshments. At the reception, refreshments are provided, and sometimes a drawing is held for a gift or two (one of which is a certificate for a free ANCHASL meeting registration). Sends a message to the ANCHASL list as well as the MAC email list about the state meeting at MAC. Alerts the Treasurer to bring the checkbook or bank card to the MAC meeting for payment of the reception expenses. Works with Secretary to have a “new or first-time member” designation for new members’ name tags.

8. Prepares committee report for annual Business meetings.
9. Membership Chair is responsible for consulting with the board about possible new members, orienting newly appointed members to the Committee, ensuring the mentoring of committee members, and recommending to the ANCHASL president which member of the committee should serve as the next chair. New chairs should be added to the ANCHASL-L list administrator group.
10. Submits required material to the Archivist. See retention schedule.
11. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for the Scholarship Committee

1. Mission: The primary mission of the Scholarship Committee is to provide opportunities for members of ANCHASL to participate in professional activities. Funds are made available to reimburse eligible applicants for a portion of their expenses attending meetings held each year by ANCHASL, MAC or MLA.
2. Goal: It will be the goal of the organization to award as many scholarships as possible, within the limits specified by the Board, and to provide each recipient with an award that is generous enough to make applying for a scholarship and attending a meeting worthwhile.
3. Eligibility: To be eligible for an ANCHASL scholarship, applicants must be current members of ANCHASL and (1) a resident of North Carolina OR (2) employed by a library or information services organization located within the state of North Carolina OR (3) if a student, enrolled in a library program located in NC. Scholarships are limited to one scholarship per applicant per calendar year. Current Board members and Scholarship Committee members shall not be eligible to receive scholarship awards.

The total amount of funds to be allocated each year will be no more than 10% of the balance in the treasury at the start of the year (1 January) depending on the budget and plans of ANCHASL. Exceptions must be approved by the Executive Board. In the case of scholarships to attend an ANCHASL meeting, the current practice is to add an additional \$100 for support of travel costs for applicants living more than 90 miles from the meeting site. Board members will be

responsible for determining based on the recommendations of the Scholarship Committee:

- a. which meetings will be eligible for scholarships
 - b. the amount of awards offered for each meeting
4. Responsibilities: Based on the Board's decisions, the Committee will be responsible for
 - a. determining deadlines for submitting applications and notifying recipients
 - b. drafting new application forms
 - c. publicizing the availability of the scholarships and recruiting applicants using websites, email lists, newsletters and flyers
 - d. documenting receipt of applications and eligibility of applicants
 - e. forwarding recommendations to the Board for approval
 - f. contacting the applicants when a decision is made
 - g. providing additional information and assistance to recipients as needed
 - h. providing information about the recipients to post on the ANCHASL website.
 5. Expenses: If the Scholarship is for an ANCHASL meeting, the ANCHASL Treasurer pays the registration of the Scholarship recipients and then mails them a check for the remainder of the Scholarship award before the meeting. For other meetings (e.g., MAC, MLA), the Treasurer mails the recipient a check in the amount of the entire Scholarship award before the meeting.
 6. Elicit a statement about the meeting experience by scholarship recipients to be shared with the ANCHASL membership. Prepare committee report for annual Business meetings.
 7. The Chair is responsible for orienting newly appointed members to the Committee, ensuring the mentoring of committee members, and recommending to the ANCHASL president which member of the committee should serve as the next chair.
 8. Submits required material to the Archivist. See retention schedule.
 9. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for Continuing Education Committee:

1. It is the responsibility of the Continuing Education Chair to plan, coordinate, and manage the Continuing Education component of ANCHASL meetings. This includes selecting the course(s) with input from the Executive Board, identifying and making arrangements for the Instructor(s), negotiating the Instructor(s) contracts, arranging any travel and hotel accommodations for the Instructor(s), copying course handouts and evaluation sheets for distribution, coordinating all audiovisual or other equipment needs, and any other duties in relation to the continuing education course that may arise.
2. For specific details of these duties, see the Meeting Planning Checklist at the end of the manual.

3. The Chair is responsible for orienting newly appointed members to the Committee, ensuring the mentoring of committee members, and recommending to the ANCHASL president which member of the committee should serve as the next chair.
4. Submits required material to the Archivist. See retention schedule.
5. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for Social Media Coordinator

The Social Media Coordinator is responsible for publicizing meetings and other events, updating the ANCHASL website, Facebook page, LinkedIn site, managing the listserv (ANCHASL-L) and any other communication tools to promote the organization. The coordinator also investigates new and innovative ways to promote ANCHASL.

1. Maintains the ANCHASL logo and other visual identity elements.
2. Promotes the all ANCHASL meetings (Spring, Fall, ANCHASL reception at MAC annual meeting) well in advance of the registration date.
 - a. Makes sure the website contains meeting information.
 - b. Maintains and uses contact lists to publicize meetings. In cooperation with the President-Elect, sends out announcements to appropriate discussion lists regarding meeting (8 weeks, 4 weeks, and 1 week prior to meetings). Allow time for list moderators to post announcements where no ANCHASL members are subscribed. Examples of lists include, but may not be limited to:
 - i Regional health sciences librarians lists
 - MACMLA-L <http://macmla.org/mailing.html>
 - NN/LM SE/A
 - ii NC Public libraries
 - iii Special Libraries – NC Chapter of Special Libraries Association - <http://units.sla.org/chapter/cnc/listguide.cfm>
 - iv College and university libraries
 - Librarians Association at UNC-Chapel Hill <http://www.lib.unc.edu/launcch/index.html>
 - NCSU Librarians Association (NCSULA)
 - v Community college libraries
 - NC Community College Learning Resources Assoc. <http://www.nccclra.org/>
 - vi NC Library associations
 - North Carolina Library Association NCLA-L <http://www.nclaonline.org/executive-board/ncla-l-listerv>
 - vii AHEC Librarians list
 - viii Library schools
 - Appalachian State University
 - East Carolina University

- North Carolina Central University (health sciences instructor, Kalyani Ankem, kankem@NCCU.EDU)
 - University of North Carolina at Chapel Hill
 - University of North Carolina at Greensboro
 - c. Prepare committee report for annual Business meetings.
3. When possible, take pictures and gain permission to use them on website, Facebook, or on ANCHASL display board.
 4. Following the Fall ANCHASL meeting, update website to include names of new officers and any other information that has changed. Add names of Committee members as they are selected and then communicated to the Webmaster by the ANCHASL President. NOTE: Of particular importance is the name and contact information for the Treasurer, who is responsible for collecting membership dues and meeting registration payments. In cooperation with the Membership Chair, the ANCHASL membership form/brochure should also be updated promptly following the Fall meeting so that any payments submitted are routed to the correct Treasurer.
 5. Maintains ANCHASL-L listserv management group by keeping the Membership Committee chair on the list.
 6. Regularly evaluate website usage statistics and the need to redesign/revamp present website and continuously update site as needed and with information suggested and approved by the Executive Board and/or the Membership. Seek the input and approval of the Board for any major changes to the site's content and design.
 7. Prepare Committee Report for ANCAHSL Executive Board meetings.
 8. The Chair is responsible for orienting newly appointed members to the Committee, ensuring the mentoring of committee members, and recommending to the ANCHASL president which member of the committee should serve as the next chair.
 9. Submits required material to the Archivist. See retention schedule.
 10. The outgoing officer will meet with the incoming officer to go over their roles and duties.

Procedures for Webmaster

1. Deltaforce.net hosts the ANCHASL Website domain (anchasl.org) and the lists (anchasl-l@lists.deltaforce.net and anchasl-board@lists.deltaforce). Customer service for the Website may be conducted through the owner of Deltaforce, Amnon Nissan, by email (webmaster@deltaforce.net), phone (919.852.2121), or via the Deltaforce Website (<http://www.deltaforce.net>).
2. ANCHASL is responsible for maintaining its Website domain name, its Google accounts, and its EZ Register account.

3. The Webmaster communicates with Officers and Committee Chairs to keep the content on the Web pages current.

Responsible parties to provide content for each of the Website sections:

- a. Home – Entire Board
 - b. About ANCHASL – President and Advisor
 - About Us – President and Advisor
 - Constitution and Bylaws – Past-President
 - Policy and Procedures Manual – Entire Board
 - c. Join ANCHASL – Membership Chair
 - Survey Monkey Member Benefit – Project Manager/Membership Chair
 - d. Leadership
 - Officers – President
 - Committee Members – Committee Chairs
 - Past Presidents & History – Past-President
 - Networking – Social Media Coordinator
 - e. Meetings – President-Elect and Continuing Education Chair
 - f. Scholarships – Scholarships Chair
 - g. Awards – Past-President
 - h. Archives – Archivist and Board
 - i. Members-Only – Membership Chair
4. The user ID and password needed to administer the ANCHASL Website will be secured by the Webmaster but also provided to the Secretary for the compiled passwords file.
 5. The Webmaster will respond to forwarded messages sent to the anchaslboard@gmail.com account listed in the Website footer contact information.
 6. The Webmaster will submit required material to the Archivist according to the retention schedule.
 7. Working with the ANCHASL Website requires access to:
 - a. High speed Internet connection
 - b. Up-to-date computer with adequate speed and memory
 - c. Software package for creating and maintaining Website
 - d. FTP client to publish the Website via the Deltaforce Web host
 - e. Software to modify digital photos, logos, etc.
 8. The outgoing officer will meet with the incoming officer to go over their roles and duties.

ANCHASL Archives (ARCHIVIST):

ANCHASL records (4947) are maintained by:

Manuscripts Department
CB#3926, Wilson Library
University of North Carolina at Chapel Hill

Chapel Hill, NC 27514-8890
Fax: 919-962-4452
Email: mss@email.unc.edu
URL: <http://www.lib.unc.edu/mss/>

The Archivist shall:

1. Solicit official records, publications, and memorabilia of the Association of North Carolina Health and Science Libraries
2. Organize these records and transfer, according to an official records retention and disposition schedule, non-current records to UNC-Chapel Hill for inclusion in the ANCHASL archives.
3. Destroy, according to an official records retention and disposition schedule, records scheduled for disposition.

Materials for the previous two years and current year will be maintained in current files. Earlier materials will be sent to the archives.

Materials to be archived should be given to the Archivist. The Archivist will be responsible for transferring these materials to the archives, and will maintain the Archives contract.

ARCHIVES RETENTION POLICY

Each officer and committee chair shall maintain specific records, according to the official records retention and disposition schedule, and transfer to the Archivist those records earlier than the previous two years and the current year.

Secretary:

1. Copy of the directory
2. Packet of meeting announcement mailings
3. Minutes of business meetings and Executive Board meetings
4. Roster and agenda for meetings.

Treasurer:

1. Treasurer's reports to Executive Board
2. Treasurer's reports to Business meetings
3. Copies of reports to Internal Revenue Service
4. Copies of Grant applications and expenses
5. Pertinent Committee documents.

President:

1. Appropriate correspondence
2. Revised Bylaws and Policies and Procedures
3. Copies of Grant applications

President-Elect:

1. Appropriate records of meeting arrangements
2. Summary Evaluation of Meetings

Immediate Past-President

1. Record of Service Award Winner

2. Pertinent Committee documents.

Continuing Education Chairman:

1. Appropriate records of CE arrangements
2. Summary evaluation of Continuing Education session
3. Pertinent Committee documents.

Scholarship:

1. Records of scholarship awards
2. Pertinent Committee documents.

Membership:

1. Membership brochure
2. Report of MAC reception
3. Pertinent Committee documents.

Publicity / Public Relations:

1. All photos burned to an approved media storage format
2. Pertinent Committee documents.

Ad-Hoc Committees

1. Any documentation pertinent to the activities of the committee

Certificates of Participation/Recognition (President):

The ANCHASL President issues certificates of participation and recognition to ANCHASL officers, committee chairs and committee members on an annual basis.

1. The President is responsible for preparation and distribution of certificates.
2. The President may choose the design and format of the certificate. Sample letterhead, certificates and high-resolution logo are stored in the ANCHASL Board Google Docs account.

Certificates are given to the following individuals:

- Immediate Past-President
- President-Elect
- Secretary
- Treasurer
- Chair, Membership Committee
- Chair, Publicity Committee
- Chair Publicity/Public Relations Committee
- Chair, Continuing Education Committee
- Chair, Scholarship Committee
- Webmaster
- Advisor
- Individual members of all committees
- Chair, Ad Hoc Committees
- Archivist

3. The certificates are awarded during the Fall ANCHASL Business Meeting to the Officers and Committee Chairs. The Committee Chairs will award the certificates to their committee members.
4. The President should mail certificates to those members not present at the Fall meeting.

Meeting Planning Checklist

Type of Program: Decide on the type of program and whether it is a CE program or not.

1. C/E _____
2. No C/E _____

Facilities

1. Location _____
2. Contract for the conference location: Review for overall completeness of the contract
 - a. Charges for the room(s) _____
 - i What if not enough rooms are booked at the hotel to offset the hotel costs? _____
 - b. Cancellation clause/charges _____
 - c. Correct Dates on contract _____
 - d. Correct number of rooms _____
 - e. Rooms appropriate size _____
 - f. Cost for food and arrangements for vegetarians and dietary restrictions.
 - i Continental Breakfast _____
 - ii Luncheon _____
 - iii Afternoon break _____
 - iv Total food cost _____
 - g. Room for a registration table (Conference Facility sets up) _____
 - i Able to arrange the room in an appropriate manner for the conference theme _____
 - ii Type of audiovisual equipment available (microphone, overhead projectors, computer projectors etc) _____
 - iii Charges for audiovisual equipment _____
 - iv Charges for Internet access _____
 - v Additional Charges _____
3. Contract for the speakers/Instructors
 - a. The President-Elect works with the speakers for ANCHASL programs; the Chair of the Continuing Education Committee works with CE Instructors.
 - b. Contact the speakers/Instructors to determine if they are willing to participate in an ANCHASL meeting and ask them to put the meeting dates on their calendar
 - c. Within two weeks of the telephone conversation follow-up with
 - i a written letter, on ANCHASL stationary, confirming the meeting with dates, times, estimated meeting expenses and other appropriate details.
 - ii A reimbursement form

- iii An AV form which they are asked to send back
 - iv A self-addressed stamped envelope to send materials back
 - v Also send/email a copy of the letter to the treasurer as they will need to know what was promised for future reimbursement
 - d. Ensure that a copy of the meeting registration materials are sent to the speakers/instructors
 - e. Email/correspond with the speakers/instructors approximately a month prior to the program to gather any audiovisual requirements and questions
 - f. Email/correspond with the speakers/instructors approximately two weeks prior to the program to answer any last minute questions or requirements
 - g. On day of program ensure that a "reimbursement" form is provided to the speakers/instructors should they have misplaced the original sent.
 - h. After the program is completed follow-up with the speakers/instructors with a formal "thank you" letter as well as a copy of the program evaluation for their section.
4. Lead the board in discussing and deciding on event pricing, including an option for Networking Lunch/Business Meeting only.
5. Pursue training award, vendor sponsorship or other financial or in-kind support for the session as deemed necessary.
6. Program Marketing
- a. Prepare and distribute the meeting announcement. The Publicity/Public Relations Committee will assist the President-Elect and/or the Continuing Education Chairman with the creation and mailing of the fliers if a print mailing is needed. The Publicity/Public Relations Committee will maintain the mailing lists, and the Secretary will create the labels.
 - b. Any MLA continuing education (CE) course should be announced in the *MLA News* at least one month before it is held. See form and information at <http://mlanet.org/education/cech/ceadappl.html>. This course announcement form must be received by MLA by the first day of the month preceding publication.
 - c. The meeting announcement must be received by members at least 4 weeks prior to the meeting. Spring meeting registration should be sent as early as possible in January for librarians at state-funded organizations to be able to pursue institutional support.
 - i For meetings/CE courses with limited seating, consider sending information to ANCHASL members early.
 - ii Ask the ANCHASL secretary for the mailing list so that the announcements can be sent out
 - iii Printed and/or email announcements may be sent to members, speakers, library schools, community college members and any other interested individuals. Print out approximately 50 more announcements than needed
 - iv Announcements should have, as a minimum, the following information
 - Date (day and date)
 - Time (beginning and ending for each session)
 - Location
 - Parking Information

- Map/directions (indicating major N.C. roads and specific areas) or link to a web map and directions to the meeting site
 - Registration Fee
 - Registration Form (include change of address option)
 - Registration Deadline (1 week prior to the meeting)
 - Address & Phone Number of Treasurer who receives registration
 - ANCHASL return Mailing Address for return of unclaimed mail
 - General/Specific anticipated agenda
 - Theme/Title of Meeting
 - Recommended Hotels
 - Include on the form "Please indicate any special needs (dietary, access, others)"
 - v Registration Procedures
 - Print out the registration form linked to the home page of ANCHASL at <http://anchasl.org>
 - Mail the registration form with the fee to the Treasurer (name and address on the registration form and on the ANCHASL home page).
7. Meeting Day Preparation
- a. Prepare the Meeting Packet
 - i Treasurer sends the list of participants and the speakers to the secretary to complete the name tags. Secretary brings the name tags to the meeting.
 - ii Obtain the participants list from the Treasurer for the packet
 - iii Send out a call to officers and committee chairs for reports i.e.; Previous Business Meeting Minutes, Treasurer's report, CE Report etc.
 - iv Prepare the Meeting Agenda and include the Business Meeting Agenda from the President
 - v Include the meeting evaluation form
 - vi Purchase and include in the packet writing material and a pencil or pen as deemed necessary.
 - vii Other materials as appropriate (i.e., handouts for sessions, etc.)
 - b. Ensure all the facility arrangements are in order
 - i Food
 - ii Facilities
 - iii AV Needs
 - c. Meeting Day
 - i. Arrive with materials in hand at least one hour before the program
 - ii. Set up the registration table including packets, name tags (from the secretary), membership forms, receipt book etc.
 - iii. Ensure proper introductions for the meeting speakers are taken care of
 - a. President welcomes group
 - b. President-elect introduces the speaker
 - iv. Ensure that speakers receive a "reimbursement form"

d. Post-Meeting Follow-up

- i. Write "thank you" to speakers, sponsors, hosts and program participants. Be sure to mention on the sponsors' notes the value of the contribution to the organization, the members, and the librarians of NC.
- ii. Compile evaluation results. Report CE and program suggestions to the CE Chairman, the President-Elect, and the Executive Board. Ensure that CE forms for MLA CE are collected and sent to MLA's Professional Development office and shared with the instructor.
- iii. File announcement, minutes, and evaluation in notebook

Policy and Procedure Manual

Last Approved 4/15/2016 by Executive Board